

General Information:

The purpose of this application is to obtain information from individuals and firms who request to be listed by the Bureau of General Services (Bureau) as pre-qualified to perform architectural, engineering or other professional services. The Bureau will evaluate each application and determine qualification status for each discipline requested.

The Bureau or other state agencies may select a listed firm for certain projects without a separate advertisement and interview process if the professional service fee for all disciplines does not exceed \$25,000 for the entire project.

The law addressing this issue may be found at the following website:

<http://janus.state.me.us/legis/statutes/5/title5sec1742.html>, see subsection 6. The law authorizes a rule governing this application process; the rule may be found at <http://www.maine.gov/sos/cec/rules/18/554/554c011.doc>.

The deadline to submit the application is 3:00 PM Wednesday, 29 May 2013.

Q & A:

1. Where do I submit questions about the Application for Pre-qualification of Professional Services?

E-mail questions on the process to bgs.architect@maine.gov. We will respond directly or post answers at this web page.

2. We have a large firm; can we submit more than one application to show all of our various capabilities?

No. Follow the instructions in the application to provide summary information about the firm in the spaces provided in the application.

3. We have a small firm; do we have to complete each input box?

No. Complete the application to as it applies to your firm. We understand the range of employees and experience of the firms.

4. When will firms be informed of their pre-qualification status?

After all applications have been evaluated all of the firms will be notified simultaneously. Licensure, experience and qualifications are verified by the Bureau. The time needed to do this is dependent on the quantity of responses and the accuracy of the applications. The current List is valid until it is replaced by the 2013 List.